

<b>POLICY TITLE</b>	Mayor and Council Expense Policy
<b>CATEGORY</b>	Governance
<b>POLICY NUMBER</b>	To be assigned
<b>DEPARTMENT</b>	Corporate Services
<b>POLICY AUTHOR</b>	Financial Services
<b>POLICY TYPE</b>	City Policy
<b>APPROVED BY</b>	Council
<b>EFFECTIVE DATE</b>	11/01/2022
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## **POLICY STATEMENT**

The City of Cambridge is committed to the principles of transparency and accountability. This Policy provides the business rules and guidelines for expenditures that support Members of Council in performing their diverse roles and in representing their constituents.

## **PURPOSE**

The purpose of the policy is to:

- outline the approved resources that support Council in performing their diverse roles and in representing their constituents;
- provide clear information regarding eligible expenses that support Members of Council in fulfilling their duties as elected officials; and,
- recognize the accountability of Members of Council for managing City resources allocated to them.

The City of Cambridge funds eligible expenditure requirements of the Mayor and Councillors that:

- Fall within the general categories of expenditures as outlined in this manual.
- Are non-partisan or personal in nature.

- Are within the limits that City Council has approved through the annual operating budget.

## DEFINITIONS

**Allowable or Eligible Expense:** An expense that the City will reimburse or pay directly.

**Election Year:** The calendar year (January 1st to December 31st) during which a regular municipal election is held in accordance with the Municipal Elections Act.

**Ineligible Expense:** An expense that is not provided for in the Mayor and Council Expense Policy and will not be reimbursed or paid by the City.

**Members:** Includes the Mayor and all Councillors.

**Mayor & Council Staff:** City employees who report directly to Members of Council and are hired on a temporary or contract basis.

**Normal work location:** A location at which the employee, as a rule, reports for work (Canada Revenue Agency definition). For Mayor and Members of Council, Cambridge City Hall is the normal work location.

**Per Diem:** A specific amount of money provided to a Member of Council on a daily basis to cover expenses such as meals. No receipts are required for expenses covered under the daily per diem.

**Receipt:** A document received from a 3rd party vendor that itemizes and describes all items purchased.

**Voting day:** The fourth Monday in October in the year in which a municipal election is held. Elections for municipal government are held every four years.

## AUTHORITY

This policy operates under the authority of sections 283 – 284 of the Municipal Act, 2001.

## SCOPE

This Policy applies to all expenses incurred by Members of Council in the performance of their duties as elected officials and all employees with responsibilities as outlined in the Council Expense Manual.

## POLICY

## Annual Budget

The budget for the Office of the Mayor and Councillors will be approved annually through the City's operating budget. Members of Council will ensure spending remains within the limits approved through the annual operating budget. The annual budget achieves the following:

Supports the Mayor and Councillors to:

- Administer their offices in City Hall.
- Represent the City at functions or events.

Supports Councillors to:

- Communicate with their ward's constituents about the meetings and activities of City Council and its committees.
- Communicate with their constituents about the business and services of the City and its agencies.
- Enhance and promote an engaged community in their wards.

Supports the Mayor to:

- Communicate with constituents about initiatives and activities of City Council related to City-wide initiatives.
- Communicate with constituents about the meetings and activities of committees that the Mayor is appointed to as Council's representative.
- Enhance and promote an engaged Cambridge community.

Members of Council are personally responsible for expenditures that do not fall within these criteria. The Director, Mayor and Council Operations and Initiatives is available to help Councillors and Mayor & Council Staff to understand these criteria and to help them plan their budgets and expenditures.

## Members of Council Expense Budgets

- A discretionary budget is allocated to each Council Member to pay for expenses that are allowable as outlined in the Mayor and Council Expense Policy.
- 2023 – 2026 annual budget for each Member of Council is set at \$2,500.
- 2023 – 2026 annual budget for the Mayor is set at \$4,300.
- Council Members are expected to not exceed their annual expense budget. Any over-expenditure is the personal responsibility of the Council Member and is to be paid by the Council Member.
- Any unspent budget in the year will become part of the annual surplus in the City's financial statements and will not be carried forward to future years.

## Roles and Responsibilities

### **Members of Council/Mayor**

- Ensure that all purchases are appropriate and in compliance with the Mayor and Council Expense Policy and this Manual.
- Keep safe and maintain all equipment and furniture provided by the City or purchased with City funds.
- Return all computer hardware, software and peripherals that are purchased with City funds at the end of the term of Council.
- Comply with all applicable corporate policies including purchasing, accounting and financial policies and those approved for Councillors/the Mayor.

### **City Manager**

- Support the implementation and compliance with the Mayor and Council Expense Policy.

### **Chief Financial Officer**

- Provide training and orientation for Council Members at the beginning of each term and when required or requested from time to time during the term regarding:
  - Annual budget for Mayor and Council cost centre,
  - Annual budget for discretionary expenses,
  - Annual budget for Members of Council to attend conferences such as Federation of Canadian Municipalities (FCM) and/or Association of Municipalities of Ontario (AMO),
  - Availability of Honorariums and Expenditures of Council Members and/or CityOne reports regarding actual spending, and
  - Posting of actual spending by elected representatives to [www.cambridge.ca](http://www.cambridge.ca) on an annual basis.
- Review and authorize expenditures in accordance with this policy.
- Advise Councillors if any submitted or proposed expenditures are ineligible or breach this policy.
- Ensure that supporting documentation is in place, expenditures are coded accurately, and that expenditures conform to this policy.
- Advise Councillors of the status of their budgets and, if budget is exceeded, require Members to personally pay the over-expenditure.

### **Mayor and Council Staff**

- Process ordering and payment of items from Council Members' budgets.
- Ensure appropriate supporting documentation is attached to payment requests, expenditures are coded accurately, and expenditures adhere to this policy.
- Process reconciliation of expense statements and credit cards to the Director, Mayor and Council Operations and Initiatives.
- Provide information to support actual spending, on a monthly basis, to the Financial Services division.

## Disclosure

- The routine disclosure for Council Members' expenses is made pursuant to Section 15 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFFIPA).
- The Chief Financial Officer will publish the Honorariums and Expenditures of Council Members, including year-to-date expenditure details, on or before March 31 of the following year pursuant to section 284(1) of the *Municipal Act, 2001*.

## Purchases and Expense Claims

- Expenses must relate to the business of the City of Cambridge and be incurred by a Member of Council. Expenses incurred by any others cannot be claimed.
- Members of Council cannot claim expenses of a personal nature. Where an invoice contains expenses of a personal nature, Council Members must reimburse the City for those personal expenses when they submit the request for reimbursement or payment of the expense to the Director, Mayor and Council Operations and Initiatives.
- Reimbursement or payment by the City for an expense will not be made if it is not specifically provided for in the Mayor & Council Expense Policy.
- Expense reimbursements submitted by Members, or expenditures incurred by the City on behalf of Members, will be charged to the Members' budget.

## Documentation

- Members of Council must provide proper documentation, including detailed original itemized invoice/receipts, for all expense claims. Credit card receipts or statements alone are not sufficient. In case of any online purchases, a copy of the confirmation must be attached to the claim.
- Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST registration number, if applicable.
- Members attending events shall submit their expense claims for reimbursement within two weeks of their date of return from the event.
- Expenses not charged on a corporate purchase card will be reimbursed through expense claim submissions. For reimbursement or payment of these expenses, Councillors should complete the corporate expense claim form.

## Timing

- All documentation must be submitted for reimbursement on a monthly basis to ensure complete and accurate information is included in the monthly Council Expense Reports and in the City's financial statements.
- Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to future years.

- Council Members who charge for goods against the current year must have received the goods and/or services from the vendor before December 31st of that year.

### **Reporting, Charges and Ownership**

- A summary of expenses paid and budget remaining in the annual budget is available on request. If there are any discrepancies or disagreement, Council Members must advise the Director, Mayor and Council Operations and Initiatives immediately.
- The City of Cambridge is exempt from most of the HST charge. The net HST paid on purchases will be reported against each Member's annual expense budget and included in the amount charged on the monthly report of Honorariums and Expenditures of Council Members.
- Equipment purchased with City funds is considered City property and must be returned to the City at the end of the term or such earlier time as the Councillor/Mayor leaves office.
- Eligible expenses annually incurred by each Member shall be reported publicly in accordance with the requirements of the *Municipal Act, 2001*, as amended.

### **Purchases and Expense Claims During an Election Year**

- In accordance with the Municipal Elections Act, the City cannot provide a subsidy to any candidate's election campaign. Therefore, special conditions for expense reimbursement for all Members of Council apply during an election year and, in the event of a by-election, for sitting Members of Council who are nominated in a by-election.
- City of Cambridge funds are not to be used by Members of Council for any election-related purposes and as outlined in the Use of Corporate Resource Policy During an Election.
- The annual budget for Councillors/the Mayor for the period January 1 to voting day in a municipal election year is restricted to 10/12ths of the approved annual budget.
- Subsequent to voting day:
  - new Councillors/Mayor will be allocated a budget equal to 2/12th of the approved budget amount for the months of November and December; and
  - re-elected Councillors/Mayor have available to them the balance of funds remaining as of Voting Day.

### **Interpretation**

Members of Council may consult with the Chief Financial Officer for guidance with respect to the eligibility of an expense and/or any interpretation on the application of the Mayor & Council Expense Policy.

## Resources Available/Allocated to Council

### Office Space

#### City Hall Office

- The City provides each Councillor and the Mayor with office space at City Hall.

#### Meeting Rooms

- Council Members can book meeting rooms at City Hall through Outlook Calendar.

### Parking

- Council Members are provided a permit to park in the parking lot on the north side of City Hall on Cambridge Street.

### Webpages

- Council Members are provided with a web page template managed by the corporate Communications division. Council Member pages are housed on the City's website <https://www.cambridge.ca/en/your-city/City-Council-Members.aspx>
- Initial set up as well as maintenance is supported by the corporate Communications division.

### Social Media

- City staff support the official City of Cambridge social media accounts (Twitter, Facebook, Instagram, YouTube).
- Council members with their own individual accounts are encouraged to share/retweet posts from the official City of Cambridge accounts to their own audiences.

### Conditions

- The personal website or social media accounts of a Council Member are the responsibility of the Council Member. No support will be provided by the Communications division for these sites; however, support may be offered by Office of Mayor and Council staff following consultation with the Director, Mayor and Council Operations and Initiatives.
- City staff cannot provide any advice related to external sites, including wording for disclaimers.
- The City recommends that the website provider chosen for personal sites operates from within Canada to reduce the risk of breaching privacy matters.



- The Council Member's personal websites cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any election campaign.
- Council Members can link their personal sites to their city web pages and can link their City web pages to their personal sites.

## **Information Technology**

### **Laptops and Mobile Devices**

- The Mayor and each Member of Council is provided with a laptop computer and a personal mobile device (ie. iPhone or other smartphone).
- All computer hardware and peripherals that connect to the City's network must be compliant with the City's computer standards in order to protect the integrity and security of the City's network.
- Council Members must adhere to all City Information Technology policies.

### **Printers**

- The Mayor and Councillors Office area at City Hall is provided with one shared multi-purpose fax/copy/scanner/printer device.
- Each Council Member is eligible for a small office/home office (SOHO) class multifunction printer (print/scan/copy) for a home/remote office upon request. If a Member of Council requires a printer for a home/remote office, please complete the Technology Equipment Request Form as shown in Appendix A.

### **Software Applications**

- All computers are loaded with the City's standard software applications, including Outlook, Word, Excel and PowerPoint.
- All software loaded on computers must have individual legal software licenses and must comply with City standards.

### **Internet**

- City restrictions regarding internet sites apply to Council Members.

### **Telephone and Fax**

- The City provides each Council Member with a telephone line and a joint fax line funded through the City's Technology Services budget.

## **Office Operations**

### **Office Supplies**



- Mayor and Council staff maintain a supply cabinet that provides basic office supplies including pens, pencils, note pads, staples, rulers, notebooks, file folders, paper clips, etc.
- Moving supplies are provided to Council Members at the end of term or as requested.

#### Mail

- City staff deliver and pick up Council Members' mail on a regular basis at City Hall.
- Arrangements are made to deliver mail to council members home addresses, as required.

#### Insurance

- The City maintains insurance coverage for Members of Council under the City's Municipal Liability Insurance policy. This includes general liability and errors and omissions.
- The City provides insurance coverage for events organized by Members of Council /the Mayor as long as these events are identified in writing as "City" events.

#### Mayor & Council Staff Hiring

- The Director, Mayor and Council Operations and Initiatives is responsible for selecting staff who work in the Mayor & Council Office, with the support of the Human Resources Division.
- The Human Resources Division is responsible for determining the level of compensation for Mayor & Council staff within the salary range of the respective job classification.
- Mayor & Council staff are non-union employees of the City of Cambridge and are not employees of the members of Council.
- The Office of Mayor and Council support staff are hired on fixed-term contracts and their conditions of employment shall be in accordance with the terms set out in the employment contract (as provided by the Human Resources Division). Unless otherwise stipulated in the employment contract, the Office of Mayor and Council support staff contracts will only continue until the end of the Mayor's term and will not automatically renew if the Mayor is re-elected.
- Temporary staff, part-time staff or summer students may also be engaged to work in the Office of Mayor and Council under a similarly stipulated hiring document (letter of employment) and within annual budget allocations.

#### Mayor & Council Staff Wages & Benefits

- Mayor & Council staff, if eligible, is provided with benefits in accordance with the City's benefits plan for non-union employees.

- Overtime and flex time are administered in accordance with the City's Human Resources policy for non-union employees.

## Allowable Expenses

This section outlines alphabetically the categories and types of allowable expenses that can be charged to the Council Members' expense budget. It outlines the details for each type of expense, the general ledger account to be charged, documentation requirements and conditions that apply.

### **Advertising & Promotions (Account 501017 – Promotion and Marketing)**

#### Eligible Expenses:

- Paid advertising by a member of Council that is related to the business of the City in all types of media.

#### Ineligible Expenses:

- Advertising that a Councillor places after the July 1st cut-off date during an election year.
- Advertising that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns.
- Advertising or communications found to be in violation of the Council Code of Conduct as determined by an Integrity Commissioner appointed by Council.
- Advertising or communications that criticize Members of Council or the decisions of Council.

#### Conditions:

- City election policies limit Councillors/the Mayor in placing advertising during an election year. Councillors/the Mayor cannot place advertising after the July 1st cut-off date.
- Use of the City logo or branding shall be approved by the Communications Division.

#### Other information about advertising and promotions:

- Design and production costs for advertising should be completed by the Communication Division when possible.
- In order to be reimbursed for media that is not placed through Corporate Communications, the Councillor/Mayor must provide the itemized original invoice from the media organization stating the name of the publication, the date that the print ad appeared or that a television or radio ad aired.
- A copy of the print ad must also be provided.

### **Books & Magazines (Account 501019 –Licencing/Subscriptions)**

#### Eligible Expenses:

- Books, magazines, and periodicals that are related to the business of the City. Name of book or magazine must be included on the invoice as well as demonstrated relation to the business of the City.

**Ineligible Expenses:**

- Books, magazines, and periodicals that have no demonstrated relation to the business of the City.

**Conditions:**

- Title of the publication should be included on the invoice.
- Members shall identify the business purpose for the book, magazine, newspaper and/or periodical when the business reason is not evident.
- Delivery address should be City Hall.
- Members shall provide an original subscription invoice or renewal notice indicating delivery address of publication.

**Clothing (Account 501023 – Program Supplies and Materials)**

**Eligible Expenses:**

- Up to two pieces of City logoed or branded clothing per calendar year for use by the Member at official functions or events.

**Ineligible Expenses:**

- Additional clothing beyond the two pieces per calendar year.

**Condition:**

- Clothing will be ordered based on pre-defined catalogue of available garments sourced by the City through a preferred supplier without incurring additional setup and/or design fees.
- Clothing widely distributed to a group for the purpose of attending or organizing a City event (i.e. staff, volunteers, Members of Council) shall not be recorded as an expense against the Member.

**Computer Hardware, Software & Accessories (Account 501023 – Program Supplies and Materials)**

**Eligible Expenses:**

- Corporate approved computer equipment, software and peripherals.
- Printer ink and toner cartridges for home/remote printer.
- Internet service provider charges for home office up to a maximum of \$80/month.

**Ineligible Expenses:**

- Non-corporate standard hardware, software or peripherals.
- Equipment that Council Members have purchased outside of the required Technology Services procurement process.
- For wireless phones and devices, any fees related to the following that are not covered under the device monthly plan:

- Personal long-distance calls
- 1-900 calls
- Personal messaging/downloads
- Any other personal usage that incurs fees

Conditions:

- All hardware, software and peripherals must comply with corporate standards.
- All purchases must be authorized by the Chief Information Officer.
- All computer hardware, software and peripherals that Council Members buy with City funds become City of Cambridge property and must be returned at the end of the term.
- Unless expressly authorized by the Chief Information Officer, hardware/software that is non-standard or purchased outside the required technology procurement process will not be integrated with City systems or connected to the corporate network.
- Council Members can transfer the City's plan to a personal plan at the end of the Council term by reimbursing the City for the residual cost of the equipment. This allows a Council Member to retain their cell phone number after the Council term.
- Device upgrades are subject to eligibility guidelines defined by the cellular provider. Early upgrade fees are not an eligible expense unless authorized by the Chief Information Officer.

**Conferences & Seminars (Account 501018 – Professional Development)**

Eligible Expenses:

- Training for Council Members that meets specific business requirements.
- Registration fees.
- Transportation (air, train, or bus) or mileage (if driving).
- Ground transportation (between home and the terminal and between the terminal and a hotel or conference facility).
- Hotel or room accommodation shall be paid at the double occupancy rate for the duration of the event plus one day travel, when appropriate.
- Per diem of \$95.00 per day shall be paid, provided at least one-over-night stay is involved, for meal expenses at a rate of \$20 for breakfast, \$25 for lunch and \$50 for dinner. Where meals are provided as part of the event, per diem rates shall be adjusted accordingly based on the meal provided as identified in the itinerary for the event.
- Taxi expenses related to conference/business related functions or meetings.
- Trip cancellation insurance.
- Parking.
- Car rental.

- Highway tolls.

Ineligible Expenses:

- Training unrelated to City business.
- Personal expenses.
- Sightseeing expenses.
- Medical Insurance.
- Companion expenses.
- Alcohol.
- Incidentals – includes expenditures for gratuities, baggage handling, laundry, dry cleaning, etc.

Conditions:

- Attendance at conferences and seminars must be relevant and relate to the objectives of the role of Council and/or business of the City of Cambridge.
- All requests for reimbursement shall include original receipts and a copy of the itinerary for the conference, seminar and or event confirming travel dates and bookings.
- Return air or rail travel costs shall be reimbursed at economy fare. Any and all costs for upgrades to air or rail travel shall be the Member's responsibility. Air or rail travel costs for spouses, partners or guests of Members of Council shall not be eligible for reimbursement by the City.
- Hotel rate must be the lowest rate category available. Exceptions will be made where a Council Member can demonstrate health requirements for a room category other than the cheapest room rate available when booking.
- The reimbursement of hotel costs must include an original hotel invoice itemizing room costs and other incidentals.
- Council Member will be reimbursed for airfare, hotel reservations and conference registration fees that are paid in advance of travel.
- Reimbursement for travel by private automobile will be at the current approved rate per kilometer, plus any parking expenses (with receipts) incurred, to a maximum of 500 kilometres from the City of Cambridge. For travel greater than 500 kilometres, reimbursement shall be limited to the lesser of the expenses actually incurred (including mileage) and the expense of an economy air or rail fare where regularly scheduled air or rail transportation is available.
- Kilometrage will be calculated at the distance that is the lesser of from the Members home or City Hall. Council Members are accountable for the accuracy of the kilometrage claimed.
- The City shall not be responsible for reimbursement for the costs of parking fines under any circumstances.
- Any loss or damage to a vehicle shall not be the responsibility of the City.

- Council Member can request the City to reimburse expenses for only a portion of the trip, if a local or regional board or special purpose body is paying the remainder of the costs for the trip or if the Council Member has an official or speaking role at the conference and the organizer is paying the remainder of the costs for the trip.
- Original receipts must accompany all claims.

### **General Entertainment (Account 501017 – Promotion and Marketing)**

#### **Eligible Expenses:**

- One ticket per Cambridge community charitable event or function for social events.
- One ticket for business events.
- One participation fee for charitable or fund-raising events such as golf tournaments, walkathons organized by non-profit organizations.

#### **Ineligible Expenses:**

- Fundraising events organized by City staff
- Raffle tickets, silent auctions, table prize tickets at events, alcohol unless included in the price of the ticket.
- Political events for any level of government.

#### **Conditions:**

- For charitable events or dinners, event organizers must make out charitable receipts to the City of Cambridge, where applicable.
- Tickets can be used by Council Members only.
- Council Member must provide a copy of the event notice or flyer requesting the Council Member's attendance as well as the order form and ticket.

### **General Office Supplies (501023 – Program Supplies & Materials)**

#### **Eligible Expenses:**

- Personalized stationery such as business cards.

#### **Ineligible Expenses:**

- Stationary and office supplies for personal use.

#### **Provided from the City's services:**

- Basic office supplies such as labels, paper, pens, pencils, post-it notes, writing pads and filing folders.

#### **Conditions:**

- Use of City of Cambridge logo must comply with the City's branding and be approved by the Director of Communications prior to printing.
- Printing of all stationery is coordinated by the City's Print Shop.



- Cost of printing will be charged against the Council Members' office expense budget.

### **Gifts, Donations and Promotions (Account 501017 – Promotion and Marketing)**

#### **Eligible Expenses:**

- Payment for gifts from the City's souvenir inventory or dedicated promotional items (ie. Pins, pens).

#### **Ineligible Expenses:**

- Gifts for Council staff or other employees of the City, boards, committees and special purpose bodies.
- Request for reimbursement for flowers and gifts to specific constituents.
- Any form of donations as these items are covered under the City of Cambridge Community Grants program.

### **Home/Remote Location Office**

A Councillor may choose to operate a Home/Remote Location Office. If a Councillor chooses to operate an alternative office location, he or she must notify the Director, Mayor and Council Operations and Initiatives.

#### **Ineligible Expenses:**

- Rent, taxes, utilities, security, insurance, custodial charges, signage fees, telephone set, furnishings, moving costs and IT charges in addition to the base provided.

### **Home Security (Account 501013 – Other Staffing Costs)**

#### **Eligible Expenses:**

- Installation fees for the purchase and installation of a home security system, up to a maximum of \$1,000.
- Reimbursement of the monthly fees for a professionally monitored home security system will be provided to a maximum of \$50 per month inclusive of HST.

#### **Conditions:**

- The City will be responsible for sourcing the security system and monthly service.

### **Hospitality Expenses (Account 501017 – Promotion and Marketing)**

#### **Eligible Expenses:**

- Council Members' expenses for food and non-alcoholic beverages related to meals or receptions when hosting constituents, business contacts representatives of other levels of government, international delegations or visitors.
- Alcohol during meals or receptions when included within the price of the ticket.

**Ineligible Expenses:**

- Entertainment expenses: includes theatre, sporting events, concerts, movie theatres, dining establishments that include an entertainment element (i.e. live music).
- Alcohol when it is not included in the price of the ticket.

**Conditions:**

- Council Member must provide:
  - Location, date and business purpose for the expense.
  - Original itemized receipt showing items consumed.
  - Full name and organization/position of all participants.
- Credit card receipts will not be accepted.

**Legal Fees (Account 501026 – Professional Services)**

**Eligible Expenses:**

- Expenses to provide legal representation for Council Members are covered where the proceedings relate to activities of the Council Member while carrying out his or her official duties, and may include both City and ward related matters.
- Coverage is provided by the City's insurance or the City's Indemnification By-law 161-94. Coverage extends to civil suits and criminal and regulatory offences including:
  - legal costs and damages if sued,
  - damages or costs where lawsuits are not covered by insurance if Council determines the proceeding resulted from acts or omissions in his or her capacity as a Council Member,
  - reimbursement of legal expenses related to criminal or regulatory offences if acquitted or charges are dismissed or withdrawn.
- The City Solicitor is required to review the reasonableness of Council Members' legal expenses.

**Ineligible Expenses:**

- Personal matters that are outside the duties of a Council Member (for example, those arising from activities of a Council Member while a candidate).
- Criminal or regulatory matters where the Council Member has been found guilty.
- Conflict of interest proceedings where there has been a finding of a contravention of Section 5 of the Municipal Conflict of Interest Act.
- Legal opinion that the City Solicitor can provide granted that the opinion is of general applicability to all Council Members.

**Conditions:**

- Council Members should always consult with the City Solicitor before incurring any legal expenses (including legal research).

- The City Solicitor must verify the rate of legal fees to determine the reasonableness of the lawyer's account where the opinion being sought relates to conflict of interest legislation in which case reasonable fees will be reimbursed or paid on behalf of the councillor.

The Integrity Commissioner is also available to provide confidential advice to Council Members, although not specifically legal advice, on a range of matters including:

- conflict of interest issues (arising from the Municipal Conflict of Interest Act and Council Code of Conduct),
- the application of the Code of Conduct to a set of facts,
- how Council Members can avoid formal complaints,
- informal complaint resolution,
- appropriate steps to correct a mistake.

### **Meeting Expenses (Accounts listed below)**

Eligible Expenses:

- Facility rental. (Account 501029 – Leased Vehicles and Equipment)
- Catering order for meetings including coffee, tea, juice, pop, cookies, snacks, and light food. (Account 501056 – Meals and Catering)
- Venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges. (Account 501032 – Program Related Services)
- External facilitator fees. (Account 501026 – Professional Services)

Ineligible Expenses:

- Alcohol.

Conditions:

- Council Member must identify:
  - date and business purpose for meeting,
  - original itemized receipt,
  - name of all participants or group name with number of participants attending the meeting.
- Council Member must identify need for meeting time if meal expenses occurred and explain how schedules do not permit such a meeting in the office during normal work hours.
- Meeting can be held at any facility within Cambridge that the Council Member feels is suitable for the nature of their meeting.

### **Memberships (501018 – Professional Development)**

Eligible Expenses:

- Memberships for the Council Member that are related to the Council Member's work for the City.

Ineligible Expenses:

- Retail memberships.
- Award programs.

Other information about memberships:

- Council Member must identify how a membership is relevant to City business when the business reason is not evident.
- The City has memberships with Association of Municipalities of Ontario and Federation of Canadian Municipalities.

### **Parking and Transportation (Account to be charged is related to the intent of the expense)**

Eligible Expenses:

- Use of personal vehicle to travel for business purposes outside of normal daily travel between home, work and community events.
- Grand River Transit monthly pass
- On street or private/public parking lot fees associated with travel for business purposes.
- Highway tolls for business meetings.
- The Mayor will be provided with an annual vehicle allowance of \$8,000.

Ineligible Expenses:

- Expenses for daily travel between home and the normal work location. City Hall is considered the normal work location.
- Personal vehicle maintenance and repair costs.
- Traffic and parking fines.
- Tow and impound fees.
- Car-wash fees.

Conditions:

- The rate of reimbursement per kilometer will be at the same rate as applied to City employees and adjusted from time to time accordingly.
- Council Members must report the date, start and endpoints, the number of kilometers traveled and the purpose of the trip. Kilometrage will be calculated at the distance that is the lesser of from the Members home or City Hall. Council Members are accountable for the accuracy of the kilometrage claimed.
- Council Members must provide original receipts from parking operators indicating date, time and parking location.
- For Uber/taxis and other public transportation, members of Council must provide an original receipt with the date and the “to” and “from” destinations.

Other information:

- Credit card receipts and statements will not be accepted.
- Reimbursement for kilometers travelled is not a taxable benefit.

- Councillors should submit claims for transportation expenses to the Director, Mayor and Council Operations and Initiatives on a quarter basis, at minimum.

## **POLICY COMMUNICATION**

This policy will be provided to members of Council as part of their Council orientation program, to relevant staff and will be made available on the City's intranet site.

## **RELATED PROCEDURES**

Council Code of Conduct

## **RELATED DOCUMENTS/LEGISLATION**

Municipal Act, 2001, S.O., c. 25, as amended and all regulations thereto.

Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended and all regulations thereto.

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended and all regulations thereto.

City of Cambridge Procurement Bylaw 19-187.

City of Cambridge Indemnification By-law 161-94.

Use of Corporate Resource Policy During an Election.

## Appendix A – Technology & Equipment Request Form



### City of Cambridge Elected Official Technology & Equipment Request Form

Please complete the information below. It will help us to support you better.

**Member of Council:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please note:** All equipment and technology provided for or reimbursed for, will be required to be returned at the conclusion of the Council Members' role as an elected official.

Questions	Answer
Do you have an existing printer at your private residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have a printer, what is the make and model of the printer?	Make: Model:
Have you been reimbursed for the printer you have previously purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If No, please attach the receipt for reimbursement should you wish to return the printer at the conclusion of your role.</b>
Do you wish for the City to purchase a printer for your private residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered yes to the City arranging for a printer at your private residence, please contact Technology Services directly at [servicedesk@cambridge.ca](mailto:servicedesk@cambridge.ca) to make arrangements.